

COURSE AND STATUS CHANGES POLICY

Policy Name: Course and Status Changes (formerly Withdrawals Policy)	Responsible Owner: Vice-President, Academic and Provost	Created: September 2010
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A. PURPOSE

The purpose of this policy is to ensure that students are offered adequate opportunity to make informed decisions about their learning while encouraging student success and the fullest possible access to learning opportunities for all learners.

B. SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES)

Faculty
Office of the Registrar
Students

C. DEFINITIONS

To be Determined.

D. POLICY STATEMENTS

Students who, after registering, find it necessary or desirable to add courses, change courses or course sections, change status (from credit to audit or from audit to credit), withdraw from individual courses, or withdraw completely from the College may do so according to Registrar’s Office procedures.

For regular semester length courses:

- Where seats are available, students may *add* courses or *change* courses or sections until the end of the **first** week of classes (Sunday). Students may *add* courses or *change* courses or sections during the **second** week of classes with permission from the instructor, in accordance with departmental guidelines.
- Students may *withdraw* from courses until the end of the **second** week of classes (Sunday) without a W on the transcript. Regular college refund policy will apply.
- Students may *withdraw* from individual courses, or *withdraw completely* from the College **between the end of the second and ninth** week of classes and receive a W on the transcript.
- Students may declare *changes in status* until the end of the **second** week of classes (Friday).

For courses longer or shorter than the regular semester length, deadlines for adding courses, changing courses or sections, withdrawing from a course, or completely withdrawing from the College will be calculated on a pro-rata basis using the guidelines in above.

When students register in a course during the late registration period, whether they can make up any missed assignments or class activities is at the instructor's discretion.

A credit or audit student may register for the same course a maximum of two times.

A student who registers but never attends class, or stops attending class without officially withdrawing from the class, will still be considered to have "registered" for the whole semester and will receive a UN grade.

Students who attend a course, even with an instructor's permission, but who do not officially register in the course and make payment of relevant tuition and other fees by the applicable deadline, will not be considered "registered" in the course, regardless of whether or not the course is successfully completed.

Registered students are expected to attend the first class of the semester. Students who are unable to attend the first class of a course should inform their instructor by e-mail, in person or by telephone (but not voice mail) of the intended absence before the start of the first class. Where this is not possible, notification by e-mail, in person or by telephone (but not voice mail) must be received prior to the scheduled start of the second class. Students may be required to provide evidence of notification. If registered students miss their first class and do not notify their instructors of their intent to remain in the course prior to the scheduled start of the second class, their seats in that course may be reassigned to other students. Any student whose seat is reassigned must officially withdraw from the course. If withdrawal or course drop procedures are not completed, the grade of UN will be recorded. Deadline dates are designated in the official online calendar and registration guide. Regular fees will be assessed and payable in accordance with the college fee payment and refund policy.

Unless otherwise instructed, students are expected to attend all classes of courses in which they are enrolled and excessive absence (as defined in an instructor's course outline and departmental policy) may be considered sufficient cause for dismissal from a course, resulting in a grade of W, UN or F as appropriate (see [Grading Systems](#) policy). Regular fees will be assessed and payable in accordance with the college fee payment and refund policy.

E. PROCEDURES

[Standard Operating Procedures](#)

- [Course and Status Changes Policy – Reassigning Seats of Students Who Do Not Attend Class](#)

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Curriculum Development and Approval

G. RELATED ACTS AND REGULATIONS

- *To be Determined.*

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- *To be Announced.*